



Arizona State Schools for the Deaf and the Blind
Acknowledgement and Disclaimer
Staff Member Handbook (GCH/GCH-EA)
Revised July 2017

The Arizona State Schools for the Deaf and the Blind are committed to excellence in education of all children with hearing or vision loss. We strive to provide students with an education that will prepare them for life, higher education and the workforce. We are committed to the respect, support and wellbeing of each staff member.

The ASDB Staff Member Handbook is intended to be an information-only document. This Handbook is not intended to be a contract between ASDB and any one or all of ASDB's staff members; it is not intended to create rights or privileges for staff members nor add duties or responsibilities for management; and it is not intended to supersede or replace ASDB's Policy Manual. If a conflict between this Handbook and the ASDB Policy Manual is discovered, the Policy Manual will supersede. This Staff Member Handbook replaces earlier versions, which are no longer printed and/or distributed.

Each staff member is expected to read the contents of this Handbook. Staff members are also expected to read and adhere to all policies and regulations of ASDB. Policy and regulatory codes are referenced in parenthesis next to each section heading of the Handbook so staff members may consult the ASDB Policy Manual for further information on the subject matter. To view a full copy of ASDB's Policy Manual, please visit <https://asdb/az/gov>.

By submitting completion of this ASDB Staff Member Handbook GCH, GCH-EA Policy Course, I acknowledge I have access to a current copy of the Arizona State Schools for the Deaf and the Blind (ASDB) Staff Member Handbook.

I understand that this Staff Member Handbook is intended to serve as a guide to ASDB's policies, procedures, and benefits, and that all policies, procedures, and benefits described in the Staff Member Handbook are at all times subject to modification by ASDB.

Current revision of the ASDB Staff Member Handbook is included for your viewing and printing, if desired. Current revision is available in the Agency Shared Drive R:\From Human Resources\Safe Schools Policy Courses.



STAFF MEMBER HANDBOOK

2017-2018

Revised July 2017

ASDB Mission

We are committed to excellence and innovation:

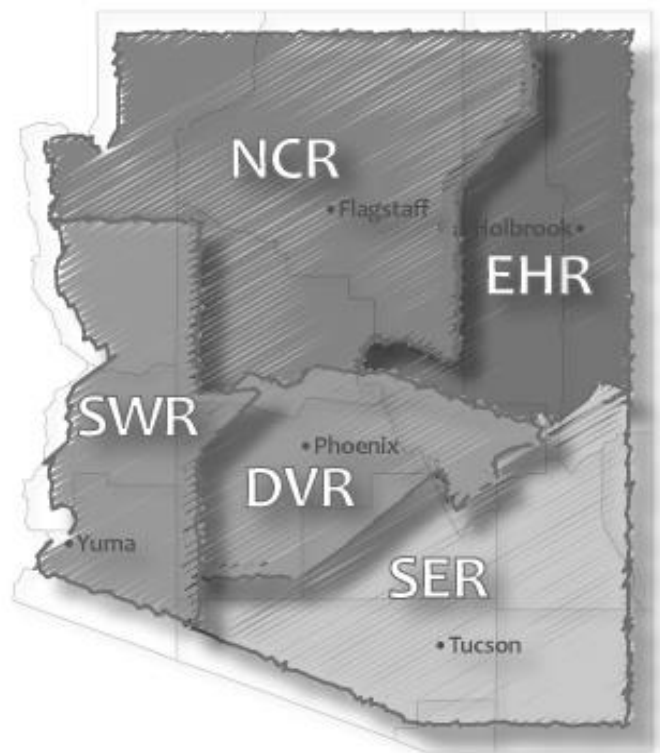
- In education for all children, throughout Arizona, who are hard of hearing, deaf or have vision loss,
- In leadership and in service,
- In collaboration with families, school districts, communities, and others and,
- In partnership with other agencies that will enable children who are hard of hearing, deaf or have vision loss to succeed now and in the future.

We are committed to respect, support, and the wellbeing of all.

ASDB Vision

ASDB- excellence and innovation for today and the future.

Arizona State Schools for the Deaf and the Blind



Equal Opportunity Employer

The Arizona State Schools for the Deaf and the Blind does not discriminate on the basis of race, color, national origin, sex, age, religion, genetic information, or disability in admission or access to, or treatment, or employment, in its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, American with Disabilities Act and Genetic Non-Discrimination Act may be referred to the Executive Director of Human Resources Management, P.O. Box 88510, Tucson, Arizona 85754, (520) 770-3714. This document is available in alternative formats upon request.

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Arizona State Schools for the Deaf and the Blind

July 10, 2017

**Agency Administration
PHOENIX**

800 W Washington Street
Phoenix, AZ 85007
602.771.5347

**Agency Administration
TUCSON**

P.O. Box 88510
Tucson, AZ 85754
520.770.3458

Phoenix Campus

*Phoenix Day School
for the Deaf*
7654 N. 19th Avenue
Phoenix, AZ 85021
602.771.5300

Tucson Campus

*AZ School for the Blind &
AZ School for the Deaf*
P.O. Box 85000
Tucson, AZ 85754
520.770.3863

Early Childhood

& Family Education Program
P.O. Box 88510
Tucson, AZ 85754
520.770.3002

Desert Valleys

Regional Cooperative
2051 W. Northern Ave., #200
Phoenix, AZ 85021
602.771.5200

Eastern Highlands

Regional Cooperative
153 W. Vista
Holbrook, AZ 86025
928.524.1320

North Central

Regional Cooperative
1000 E. Butler Ave., Ste. 115
Flagstaff, AZ 86001
928.774.0655

Southeast

Regional Cooperative
P.O. Box 85000
Tucson, AZ 85754
520.770.3200

Southwest

Regional Cooperative
2450 S. 4th Ave. Ste. 600
Yuma, AZ 85364
928.317.0429

Dear New Staff Member,

Welcome to the Arizona State Schools for the Deaf and the Blind (ASDB)! You are an important addition to the ASDB team, and we look forward to your contributions!

As you learn your new role, you will discover that we are very proud of our commitment to offering the best education to students who are deaf and who are blind. Our educators are the best in the field, providing quality educational services and setting high expectations of our pre-school, elementary and high school students in their academic and social growth. We provide services to a wide range of children ages birth to three, both in our campus setting and throughout local school districts statewide. In addition, we have state of the art educational facilities, student housing facilities, job development services, sports and extracurricular activity opportunities, and cultural events.

In order to offer the best educational services and supports to our students, ASDB must hire and retain high qualified and motivated educators and staff. Currently we serve about 2,000 students, from birth to age 21 throughout the state, and employ over 900 staff members, both at two site-based campuses and at five regional cooperatives. ASDB offers a generous benefits package including retirement, medical/dental coverage, and work/life incentives. We are very proud of where we are today and excited about where we are headed.

Thank you for joining others who believe in what matters: educating students who are deaf and blind. As part of our ASDB team, you are our most important asset. We could not accomplish what we do every day without our teachers and staff.

I'm very pleased to welcome you to ASDB and look forward to working with you!

Sincerely,

Annette Reichman
Superintendent

<https://asdb.az.gov>

STAFF MEMBER HANDBOOK (GCH, GCH-EA)

The Arizona State Schools for the Deaf and the Blind are committed to excellence in education of all children with hearing or vision loss. We strive to provide students with an education that will prepare them for life, higher education and the workforce. We are committed to the respect, support and well-being of each staff member.

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ABOUT US

The Arizona State Schools for the Deaf and the Blind (ASDB) provide services to students who are Deaf/Hard of Hearing (D/HH) or Blind/Visually Impaired (B/VI) at various sites and in conjunction with public school programs throughout the State of Arizona. Arizona Revised Statute A.R.S 15-1302 requires that ASDB be a resource to school districts, state institutions, families, the public, and other approved educational programs. Resource services shall include, but are not limited to: assessments, special curriculum, equipment and materials, supplemental related services, special short-term programs, research and development to promote improved educational programs and services.

The Arizona State Schools for the Deaf and the Blind provide services to infants and toddlers who are D/HH or B/VI and their families in conjunction with the Arizona Early Intervention Program, the Department of Economic Security and Local Educational Agencies. The Director of the National Office of Special Education Programs has identified the ASDB Early Intervention Program as an exemplary program. Preschool programs are offered throughout the state in a variety of settings based upon the needs of each preschool student.

Preschool, Elementary, Middle, and High School programs are offered at the site-based programs. These site-based programs are located in Phoenix at the Phoenix School for the Deaf and in Tucson at the School for the Deaf and the School for the Blind. Curricula are aligned with the Arizona State Standards. The programs provide specialized services including instruction in American Sign Language and training in technology systems that improve students' functional capabilities and provide greater access to the general curriculum. A residential program is available in Tucson for students residing outside of the Tucson area, and for those students whose needs cannot be met in their local public school programs.

Five Regional Cooperatives work directly with public school programs in Arizona. The Regional Cooperatives are Desert Valley Region (Phoenix and surrounding areas), Southwest Region (Yuma), Southeast Region (Tucson and surrounding areas), North Central Region (Flagstaff), and the Eastern Highlands Region (Holbrook). The cooperatives develop partnerships with participating districts to identify and provide appropriate services for school-aged children who are D/HH or B/VI. The regional cooperatives provide assistance with identification and assessment, technical assistance in comprehensive evaluations and development of individual education programs (IEPs), direct special education services, and specialized materials and equipment.

ASDB is administered as a state government agency and governed by a nine-member board of directors.

ASDB OPERATING PRINCIPLES AND WORKING AGREEMENTS

ASDB supervisors and colleagues are working along with representatives from all over the state on a new strategic plan for the agency. The ASDB's Strategic Planning Steering Committee will be working under the following ACT principles.

A C C O U N T A B I L I T Y

Operating Principle #1 Accountability

Accountability Definition: Every staff member is equally responsible for the success of the agency by committing to continuous improvement and fulfilling his or her obligations. In order to achieve the goals, all people will work together interdependently and share responsibility and follow through, therefore maximizing productivity and efficiency. The agency will be data-driven by the documentation of results through the use of data, rather than by or personal experience.

Working Agreements - Accountability requires of us that we:

- Complete the tasks assigned and perform duties to the best of our abilities in a timely manner and with appropriate follow through.
- Gather, analyze and act on meaningful, valid and reliable .
- Base our decisions on the mission and vision of the agency.
- Examine and interpret data collaboratively to make decisions about resources, instruction, and agency needs.
- Ensure alignment to policies and procedures.
- Continually evaluate and modify our goals to facilitate improvement.
- Honor confidentiality.
- Take initiative to assist with the agency's continuous improvement efforts.

C O L L A B O R A T I O N

Operating Principle #2 Collaboration

Collaboration Definition: Every individual is committed to jointly working together towards a clear purpose and direction to achieve better educational and life outcomes for all. Cooperation leverages the collective power of skills sets, knowledge and resources to interdependently work towards common goals. Sharing new ideas engages stakeholders, promotes collective learning, embraces and increases enjoyment.

Working Agreements - Collaboration requires of us that we:

- Create a supportive environment founded on trust and respect.
- Value and acknowledge all contributions no matter how small.
- Infuse time and opportunities to work interdependently in daily operations.
- Respect each other's input, opinion and perspective at every level.
- Adapt by being open-minded and resilient.
- Mutually take initiative to proactively solve problems.

T R A N S P A R E N C Y

Operating Principle #3 Transparency

Transparency Definition: Our decision-making process is clear both internally and externally. Employees, students and stakeholders have an opportunity to understand how we make decisions. We regularly and openly communicate with internal and external stakeholders.

Working Agreements - requires of us that we:

- Openly share concerns and ideas, candidly communicating our intentions.
- Build a trusting and honest environment with all stakeholders.
- Adhere to ethical standards with integrity.
- Foster thoughtful discussions by freely sharing knowledge and information.
- Listen and respect the expertise of our colleagues.
- Are visible and accessible to staff and stakeholders.



10 ESSENTIAL CAREER SUCCESS STRATEGIES

Over the course of your lifetime you may spend 80,000 hours at work. Are you getting what you want from work? Are you excelling at your career?

Here are 10 strategies to help you become more engaged and successful at work.

1. Ask yourself for directions

Career success, although different for everyone, occurs when your career direction aligns with who you are and what is important to you. To build a successful career, determine what success looks like for you. After you define success create your personal brand and then set and meet your career and life goals. When you master this success strategy, your efforts are channeled in the right direction to ensure your career brings personal and professional satisfaction.

2. Optimize your outlook

People quickly judge you on what you do and say, or even on how you look, walk, and talk. When you take care of yourself, manage stress, and demonstrate a positive attitude and confidence, others enjoy interacting with you and value your contribution. Mastering this career essential contributes to both your health and career success. When you have a positive attitude, believe in, and take care of yourself, your goals are easier to accomplish.

3. Put yourself in charge

It is tempting to blame others or the situation when things are not going the way you want. When you put yourself in charge of your career, you take ownership for your mistakes and accomplishments. You stand behind and are accountable for what you say and do. By taking ownership of your words and actions, you link your efforts to success and learn from mistakes. Others count on you and see you as determined, dependable, reliable, and dedicated, all qualities much needed and rewarded in the workforce.

4. Learn from everyone

Everyone can teach you something. To be successful, you need to pay attention to what others have to say. You benefit when you listen carefully, clarify expectations, and act on feedback from others. The benefits of learning from everyone include an increased ability to see multiple perspectives, exposure to helpful corrective feedback, and an opportunity to develop rapport. Many opportunities arise when you are open to, and eager to learn from, what others can offer.

5. Relate to anyone

Career success depends on expressing yourself clearly, directly, and diplomatically. When you express your perspectives and provide information and feedback effectively there is little room for miscommunication or misunderstanding. When you relate to anyone, you resolve conflicts and issues using a win-win approach so everyone benefits. You accomplish your goals by working cooperatively. Mastering this career success strategy provides you with a network of contacts willing to support the development of your personal brand.

6. Cultivate your curiosity

There is a wealth of facts and ideas available in our information and technology-focused society. When you cultivate your curiosity, you manage the large amounts of information available and become a lifelong learner. You are interested, up-to-date, knowledgeable, and aware. You understand your learning style, apply what you learn to work more effectively, and use learning strategies to retain important information. Others are confident in your ability to easily learn new skills and apply new information and will have you in mind when new opportunities or challenges arise.

7. Disentangle your thoughts

To be successful at work you need to hone and direct your thinking to best deal with the situation at hand. Disentangling your thoughts involves thinking about and then selecting the right approach, strategies, and tools when working on tasks, making decisions, or solving problems. As a result, you make well-thought-out decisions and solve problems effectively. Others see you as resourceful and strategic. You adapt and flex your thinking to use an appropriate combination of thinking modes including practical, creative, global, logical, and humanistic thinking.

8. Exceed expectations

Others need to know they can count on you to exceed their expectations and achieve exceptional results. To exceed expectations you prioritize, plan, organize your time and activities, and persist on tasks. You work to a high standard and continuously look for ways to improve your work. People see you as results oriented, productive, persistent, efficient, and effective. You show pride in your work and take initiative to do the best job you can. When others know you will do a good job, they feel confident offering you new and important tasks and projects to complete.

9. Thrive in uncertainty

Those who are successful in their careers accept that the world is rapidly changing. To thrive in uncertainty you need to take a heads-up approach to work. You observe patterns and trends and anticipate change so you can quickly adjust. When you thrive in uncertainty, you are seen as flexible and versatile. Others are confident in your ability to cope with unexpected changes. You make the most of opportunities by being adaptable and proactive. When you thrive in uncertainty, you create opportunities and position yourself for success.

10. Promote your progress

To create your success, you need to let others know your goals and aspirations so they can assist or guide your progress. As well as sharing goals, you can also promote your brand by highlighting your skills, interests, experience, and other valuable personal qualities. Self-promotion opens the door to opportunities by showing people who you are and what you can do.

Using these *10 Career Essentials* will help you create career satisfaction and success on your own terms. Enjoy your journey.

Author: *Donna Dunning, PhD, is a psychologist, certified teacher, member of the MBTI ® International Training Faculty, and director of Dunning Consulting Inc.*

*Donna's guiding principle is: **Know yourself, respect differences, learn and grow.***

AGENCY POLICIES & PROGRAMS

Equal Employment (AC, AC-R, AC-E, GBA, GBA-R, GBA-E, GBAB, GBAB-R, GBAB-E)

ASDB complies with all Federal and State Equal Employment Opportunity laws and does not discriminate in its employment and personnel practices against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, national origin, language of origin, sexual orientation, gender identity or expression, or marital status is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. The employment and discharge of staff members is the responsibility of the Superintendent. Questions regarding employment practices of ASDB are to be referred to department supervisors/managers/principals/directors and/or ASDB's Human Resources Department.

Americans with Disabilities Act [ADA] (GBAB, GBAB-R, GBAB-E)

ASDB provides equal employment opportunities, with reasonable accommodations when appropriate, to applicants and qualified staff members with disabilities. ASDB also provides staff members and members of the general public who have disabilities, equal access with reasonable accommodations and auxiliary aids, when appropriate, to enable them to have equal access to the ASDB's programs, services and activities.

ASDB will not tolerate discrimination against qualified individuals with disabilities with regard to the terms and conditions of employment, including the application process, hiring, promotion/advancement, termination, training, compensation, benefits or any other term or condition of employment. An individual with a disability is considered qualified if the individual has the required skills, experience, education or other job-related qualifications of the position and if, with or without reasonable accommodations, the individual can perform the essential functions of the position.

Genetic Information Non-Discrimination Act of 2008 [GINA]

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and staff members from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, staff members, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, staff members, or their family members.

New Staff Member Orientation (GCH, GCH-EA)

All newly hired staff members are required to complete an on-line orientation. Staff members will be required to complete new hire documents, benefits enrollment, review handbook, agency policies, and complete required trainings in order to ensure compliance with applicable policies, regulations, and laws. Orientation and training platforms are in the YES website http://www.hr.az.gov/State_Employee/ under My Training (TraCorp Learning Management System) and SafeSchools <https://asdb-az.safeschools.com/login>.

Work Authorization (GCF, GCF-ED) & Fingerprinting (GCFC, GCFC-EA, GCFC-EB)

Staff members must provide proof of identity and eligibility for employment in the United States through the I-9 E-Verify system. All personnel hired by the Schools shall be fingerprinted as a condition of employment.

Certificated personnel-employed by ASDB shall have a fingerprint clearance card at the time of hire **or** shall apply for a fingerprint clearance card within seven working days **AFTER** employment. Certified personnel who have a fingerprint clearance card or a copy of an application from the Arizona Department of Public Safety, will not have to submit a second set of prints with ASDB.

Non-certificated- personnel employed by the schools shall be fingerprinted as a condition of employment for the purpose of obtaining state and federal criminal record checks.

Measles, Mumps, and Rubella MMR (GBGCA, GBGCA-R)

The CDC (Center for Disease Control) recommends proof of two doses of MMR for persons born after 1957. In addition, a dose of MMR is also recommended for persons born before 1957, who lack a history of measles disease and laboratory evidence of measles immunity.

In the event of an outbreak (just one case) of measles or rubella in the school and absence of immunity, you will not be permitted to work a minimum of 2 weeks following the onset of the last case. If one case of mumps is confirmed you may be excluded from work for 26 days after the onset of the last case. Only written verification from a physician or immunization record of the received immunizations and/or only laboratory confirmation of an antibody for each specific disease is acceptable proof of immunity. Merely a history of measles, mumps, or rubella is not acceptable.

Exempted staff members include those with medical complications for receiving vaccines and those who refuse immunization for religious reasons. Such staff members shall be excluded should an outbreak occur. During such exclusion, such staff members will be on leave without pay unless they have accrued vacation available and elect to use it.

Dress Code (GBEA, GBEB, GBEB-R)

Staff members are expected to dress and maintain a general appearance that reflects their position, does not detract from the educational programs, and exercises good taste and discretion. Supervisors may have specific rules regarding appropriate department work attire.

Staff Ethics (GBEA)

All staff members of ASDB are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The staff members acknowledge that ASDB belongs to the public they serve for the purpose of providing educational opportunities to all. However, every staff member assumes responsibility for providing leadership in ASDB and the community. This responsibility requires the staff member to maintain standards of exemplary conduct. It must be recognized that the staff member's actions will be viewed and appraised by the community, associates, and students.

Staff Conduct (GBEB, GBEB-R)

All staff members of ASDB are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and ASDB property. No staff member shall, by action or inaction, disrupt any ASDB activity or encourage any such disruption. No staff member, other than one who has obtained authorization from the appropriate administrator, shall carry or possess a weapon at any ASDB facility. All staff members shall at all times attempt to maintain order, abide by the policies, rules, and regulations of ASDB, and carry out all applicable orders issued by the Superintendent.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to staff members, students or others on ASDB property. All such reports shall be communicated to the Executive Director, Operations who shall be responsible for reporting to local law enforcement.

Any ASDB staff member entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and ASDB staff member, and to prevent or terminate the commission of theft or criminal damage to the property of ASDB or the property of persons lawfully on the premises of ASDB.

Staff Conflict of Interest (GBEAA, GBEAA-E)

No person employed by ASDB may be directly or indirectly supervised by a close relative (as described by policy) except by consent of the Board.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired by ASDB except by consent of the Board.

Any officer or staff member who has, or who's relative has, a substantial interest in any decision of ASDB shall make known this interest in the official records of the Schools, and shall refrain from participating in any manner as a staff member in such a decision.

No officer or staff member of ASDB will accept gifts from any person, group, or entity doing, or desiring to do, business with ASDB. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value. This policy should not be construed to deem unacceptable inexpensive novelty advertising items of general distribution. Acceptance of business meals and holiday gifts for general consumption are acceptable under this policy.

ASDB may acquire equipment, material, supplies, or services from its staff members only under an award or contract after public competitive bidding [A.R.S. 38-503; A.G.O. I06-002].

Reporting Child Abuse/Child Protection (JLF, JLF-RA, JLF-RB, JLF-E)

Any ASDB staff member or any other person who has responsibility for the care or treatment of a minor and reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS)

of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

Any concerns for the safety of a child due to abuse, neglect, or abandonment, must be reported by: Reporting to the school's Student Health Center Nurse who will provide assistance in-

- Calling 1-888-SOS-CHILD (1-888-767-2445)
- Submitting non-emergency concerns via the Online Reporting Service for Mandated Reporters at https://www.azdes.gov/dcyf/cps/mandated_reporters/

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or ASDB Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Staff-Student Relations (GBEBB)

Staff members are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

All personnel employed by ASDB are expected to relate to students in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of ASDB governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

Staff members with any information or concerns are obligated to contact their immediate supervisor and/or the Executive Director-Human Resources.

Violations of the above shall be considered serious and may result in severe disciplinary action up to and including termination.

Sexual Harassment (ACA, ACA-R, ACA-E, JBB, JBB-R, JBB-E)

Sexual and Workplace harassment is strictly prohibited on ASDB properties and during ASDB-related activities on or off ASDB premises. All individuals associated with ASDB, including but not necessarily limited to the Board of Directors, staff members, volunteers, students, parents, contractors and vendors are expected to conduct themselves at all times so as to provide an atmosphere free from sexual and workplace harassment.

A substantiated charge of sexual harassment by a staff member of ASDB shall subject that staff member to disciplinary action up to and including termination from employment.

ASDB also will not tolerate any form of retaliation directed against any individual who either complains about harassment or who participates in any investigation concerning harassment.

Staff members with any information or concerns should contact their immediate supervisor and/or the Executive Director-Human Resources.

For policies and forms please visit <https://asdb.az.gov/policies/activepolicies/ASDB-Policies.html>.

Drug Free Workplace (GBEC, GBEC-EA, GBEC-EB)

Staff members are prohibited from reporting to work or operating an ASDB motor vehicle or equipment while under the influence of alcohol, illegal drugs, narcotics, substances or chemicals not medically prescribed. Using, possessing, distributing, selling, or being under the influence while on ASDB property or time can result in disciplinary action up to and including dismissal from employment.

Non-Medical Drug Policy (GBECA, GBECA-R)

The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on ASDB property or at school-sponsored activities away from ASDB property. Staff members determined to be in possession of, using, or abusing drugs or alcohol shall be reported immediately to the staff member's principal or supervisor. The Superintendent shall be notified immediately.

The Superintendent shall conduct an investigation in consultation with legal counsel as necessary. Staff members that violate this policy may be disciplined up to and including termination. If the investigation shows sufficient evidence to suggest that the staff member was involved with distribution or otherwise in violation of the law, law enforcement authorities shall be notified.

ASDB recognizes Arizona's medical marijuana law and shall not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on ASDB property, at an ASDB event, or during the hours of the persons regular or extended hours of employment, or as otherwise prescribed by law.

Smoke-Free Environment (GBED)

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in all ASDB buildings, grounds, parking lots, playing fields, buses, vehicles and at school-sponsored events on or off campus.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition of tobacco and tobacco products is guilty of committing a petty offense.

Progressive Discipline (GCQF, GCQF-RA, GCQF-RB)

ASDB generally uses a progressive discipline approach. However, progressive discipline will not be used in cases involving severe misconduct or egregious offenses. Progressive discipline involves increasingly more severe action(s) in response to repeated violations by a staff member. The concept of progressive discipline is to

provide the staff member with an opportunity to correct inappropriate behavior, and recognize the value of correcting behavior as an alternative to separation from employment. The disciplinary action taken will depend on the circumstances of each case. Aggregate or repeated violations normally will carry more severe corrective action than first violations.

Grievances (GBK, GBK-EA, GBK-EB, GBK-EC, GBK-ED)

Effective communication between ASDB staff members, the administrative staff, and the Board is essential for proper operation of the schools. Staff members are encouraged to informally discuss concerns with their immediate supervisor and offer suggestions for resolving the problem. Any staff member who has a concern that cannot be resolved informally may request in writing within 30 calendar days of the event to have their grievance reviewed administratively. Grievance procedures may be used to resolve any claim that there has been a violation, misinterpretation, or inequitable application of ASDB policies or procedures.

Policies and forms available at <https://asdb.az.gov/policies/activepolicies/ASDB-Policies.html>.

Complaint (GBL, GBL-R)

Effective communication between ASDB staff members, the administrative staff, and the ASDB Board is essential for the proper operation of ASDB.

The ASDB Board instructs the Superintendent or designee to develop and implement regulations and training for supervisors and staff members regarding ASDB's strict prohibition on any form of retaliation against a staff member who, in good faith, makes a complaint, raises a concern, provides information, or otherwise assists in an investigation regarding any conduct that he or she reasonably believes to be in violation of ASDB policy, or applicable laws.

Any individual with a complaint shall first attempt to resolve the complaint by informal discussion, and that any complaint not resolved through an informal discussion shall be filed in writing within 30 calendar days of the incident or occurrence giving rise to the complaint. The complaint shall be filed with that individual's supervisor, and the individual and supervisor shall meet and discuss the issue. If not resolved at that level, the matter may be appealed to the next administrative level. Any written request for appeal shall be reviewed on the written record and a decision issued. This decision shall be final.

EMPLOYMENT STATUS & PROBATION

(GCA, GCJ, GCJ-R, GCO, GCO-RB)

ASDB staff members serve in one of three employment categories: permanent status, limited permanent status or temporary status. Permanent and limited permanent status staff members will be required to serve a probationary period. Upon successful completion of original probation, staff members will be assigned "permanent" or "limited permanent" status. Staff members serving in a temporary status do not serve probation. Staff members rejected during probation do not have appeal rights.

Permanent & Limited Status

"Permanent Status" means the standing achieved by a staff member who is hired into a legislatively appropriated/funded position and who has completed an original probation. A staff member who has achieved

permanent status is afforded certain rights in employment including but not limited to certain rights in a reduction in force. All other staff members are not afforded the same rights in a reduction in force.

“Limited Permanent Status” means the standing achieved by a staff member who is hired on a limited time appointment (LTA) into a non-legislatively appropriated/funded position and who has completed an original probation. A staff member who has achieved limited permanent status has limited rights in employment that does not include rights in a reduction in force.

Permanent and Limited Permanent status staff members must serve a probationary period.

The probationary period for **non-certificated** staff members shall be **one year** from the date of employment. Non-Certificated staff members mean staff members who **are NOT paid** from the Teacher, Psychologist, and Certificated Salary Schedules.

The probationary period for **certificated** staff members shall be **two years** from the date of employment. Certificated staff members mean staff members who **are paid** from the following salary schedules: Teacher, Psychologist, and Certificated Salary Schedules.

Salary Schedules available in agency shared drive: R:\From Human Resources\Pay Scales

Promotional Status

Upon hire into a promotional position, Permanent and Limited Permanent status staff members must serve a promotional probationary period. This period lasts one year for promotion into a certificated position and six months for promotion into a non-certificated position. If a staff member has not completed an original probation prior to being promoted, the staff member must complete an original probation in the new position.

Temporary Status

Persons hired on a seasonal, temporary, live-in, substitute, or as needed basis serve at the will of the Agency. Temporary staff members do not serve a probationary period.

Contracts

Persons hired on a contract basis do not serve probation. Contracts are approved by the Board of Directors and employment is subject to terms of the contract and contract period. On or before April 15 the Superintendent shall offer a contract for the next fiscal year.

PERFORMANCE EVALUATIONS

(GCO, GCO-RA, GCO-RB)

Probationary staff members are evaluated two times per year during the probationary period. Staff members who have achieved permanent status or limited permanent status are evaluated a minimum of one time per year. Performance evaluations are due each fiscal year by the mid-point (November 15) and one month prior to end of the fiscal year (June 30). Performance evaluations are due by April 1st for staff in which incentive pay is a consideration. A staff member who has an inadequate performance rating or has a disciplinary action resulting in suspension anytime during the school year is not eligible for incentive pay (301 monies).

STAFF MEMBER COMPENSATION

Payroll

A workweek is defined as 12:01 a.m. Saturday to midnight the following Friday and staff members are required to submit their time in the Electronic Time Entry on the YES system. Staff members are paid on a bi-weekly basis and required to complete the GAO-65 form upon hire to designate their direct deposit account (checking or savings account). Staff members that do not submit a direct deposit form after 3 pay periods will be issued a CashPay payroll card/account). By login to www.yes.az.gov you will have the ability to view your paycheck and deductions, change your state and federal withholdings and print your W-2.

Ten-month staff members must elect a Pay Option for hours worked or deferred payments. If an election is not selected staff will be paid hours worked. Pay Option may be re-elected prior to the new school year.

If you have any questions regarding your paycheck please contact ASDB's Payroll office: (602) 771-1090, Paycheck.Inquires@asdb.az.gov.

Overtime and Compensatory Time (GCL, GCL-RA, GCL-RB)

The Fair Labor Standards Act (FLSA) prescribes overtime compensation for nonexempt staff members. Nonexempt staff members covered by the FLSA may choose to be paid overtime in the form of pay or compensatory leave when work is performed in excess of 40 hours in one workweek. The State may allow compensatory time in lieu of overtime paid on a cash basis.

A staff member's supervisor must approve in advance all work in excess of 40 hours per workweek. Non-exempt staff members are required to obtain pre-approval for overtime.

Overtime will be compensated as compensatory leave at the rate of 1-1/2 times the number of excess hours worked over 40 per workweek; or as cash at 1-1/2 time the hourly rate of pay for each excess hour worked over 40 per workweek, if funds are available.

Salary Grade Advancement (GCFC, GCFC-RB; GCFC-A, GCFC-A-RA)

Staff members compensated on the Certificated, School Psychologist, Related Services, and Educational Audiologist's Pay Schedules are eligible for grade advancement. Salary credit for graduate study above the Bachelor's or Master's Degree may be obtained in a job-related field through recognized and accredited institutions offering graduate level training. The Superintendent may approve training, i.e., classes, workshops, seminars and other professional development activities, of value to certificated staff and the Schools.

Please note the requirements for requesting authorization to attend training and/or college level courses to be applied toward grade advancement are to be approved upon hire or through the grade advancement application process, in accordance with ASDB policy GCFC-A. All requirements must be met and grade advancement applications, official transcripts or certification of completed work must be on file in the Human Resources office prior to advancement in grade. To advance in grade a Personnel/Payroll Action request and all required documentation must be submitted to the Human Resources office. Grade advancement is contingent on funds being appropriated and available for professional growth. For more information, please [Professional Learning Team](#) or 602.771.5205. Forms: [R:\From Human Resources\Salary Grade Advancement](#)

Incentive Pay (GCFCA, GCFCA-RA, GCFCA-RC)

Incentive pay (301 monies) for certificated and credentialed staff shall be tied to group performance since the education of students is a team effort. Objective measures approved by the Superintendent will be used to determine the level of satisfaction with the quality of education delivered to students. The Superintendent is authorized to develop and implement the terms and conditions of participation in the program, the measures by which staff will be evaluated to determine eligibility for incentive pay and the distribution of funds.

PERSONNEL RECORDS

Official Personnel File (GBJ, GBJ-R)

A staff member's confidential personnel file will be available only to authorized individuals and to the staff member. The staff member's own personnel file may be reviewed by contacting the Human Resources Department at HumanResources.Records@asdb.az.gov or 520.770.3214.

Certificates (GBJ, GCFCA, GCFCA-RA, GCMF)

It is the duty and responsibility of each teacher, the superintendent, principal, educational director, assistant educational director, credentialed specialist and any other staff member required to have a certificate and to keep such certification current. Teachers must record their certificates with their immediate supervisor and the Human Resources office. It is the staff member's responsibility to maintain and renew certificates, credentials and licenses as needed. Continuing employment is contingent on full certification, credential or license of the staff member unless the Superintendent has made an exception. Please scan/send an updated certificate to Human Resources Department at HumanResources.Records@asdb.az.gov.

STATE PROPERTY

Business Equipment/Electronic Mail/Internet (IJNDB, IJNDB-R, EGAEA, EGAEB)

All business equipment, electronic mail, internet, and computer systems, communications, stored information transmitted, received or contained in ASDB's information systems are ASDB's property and are to be used only for business related purposes. Staff members are prohibited from using computer software, computer codes, accessing files, or retrieving any stored communication for non-related agency purposes.

Business equipment is provided to enhance performance of staff member's duties. Use is limited to legitimate agency business and managed by rules of applicable to all ASDB staff members. ASDB reserves the right to monitor Internet use and e-mail use by any user at any time. ASDB may determine appropriate use and may deny, revoke, suspend or close any user account at any time.

Licenses and Copyrights (EGAD, EGAD-R, EGAD-E)

ASDB requires that properly licensed software is utilized on state-owned computers, and that all staff members comply with applicable copyright laws and licenses pertaining to computer software, video-taped, and printed materials.

Identification Badge, Keys, Proxy Card and Parking Stickers (ECA, ECA-R, ECE, ECE-RA, ECE-RB)

All staff members are required to obtain and display identification badges at all times while on ASDB campuses. The initial badge is issued at ASDB's expense. Staff members are required to pay five dollars (\$5.00) per replacement badge.

Individual's assigned keys or proxy card may not be duplicated or loaned. The loss of a key or proxy card must be immediately reported to the facilities/operations manager. Staff members may be required to pay for rekeying or replacing all affected locks. Staff members are required to pay ten dollars (\$10.00) per replacement proxy card. Use of keys or proxy card for unauthorized purposes will be cause for surrender of keys or proxy card and staff member will be subject to discipline and/or dismissal.

All ASDB staff members are required to obtain parking stickers for vehicles that will be parked on campus or site location.

All ID badges, proxy cards, keys and parking stickers must be surrendered when no longer needed, upon request by agency administration or exit from employment.

Traffic and Parking (ECE, ECE-RA, ECE-RB)

ASDB endeavors to provide safe traffic, accessible roadways and parking for students, staff members and visitors to ASDB grounds. Staff members are required to acquaint themselves with roadway and parking policies, regulations and rules of the schools. All parking/speeding/driving complaints, warnings and/or tickets are sent to staff members' managers/supervisors for proper follow-up and to ensure compliance.

Travel (EEB, EEB-RA, EEB-RB, EEB-RC)

ASDB staff members who use their personal vehicles or drive ASDB vehicles on ASDB business must comply with all travel policies, regulations, and procedures. All travel on state business requires prior written approval on appropriate forms. Limitations and rates for reimbursement of travel expenses are determined by state guidelines. To be reimbursed for travel expenses, a Travel Claim must be completed, approved at the supervisory level, and forwarded to the Accounting Office not later than thirty (30) days following the completion of the trip. Any accident (no matter how minor) in an ASDB vehicle or in any private vehicle while on ASDB business is to be reported immediately to the immediate supervisor and the Transportation Manager, or to a school official if the accident occurs after school hours.

Driver's License and Insurance Requirements (EEB, EEB-RA, EEB-RB, EEB-RC, EEB-EA)

Staff members who are required to drive on state business must complete the Driver's License and Insurance Certification form and Defensive Driver Training (RM29) prior to using a state vehicle of any type or their own personal vehicle on state business. ASDB staff members who use their personal vehicles or drive ASDB vehicles on ASDB business must comply with all travel policies, regulations, and procedures. Training is available by login and enrollment at www.yes.az.gov. Upon completion of training, print and complete forms located in the agency shared drive <R:\From Transportation\Defensive Driver Training> and scan/submit to Randi.Huber@asdb.az.gov or 520.770.3652.

All state staff members authorized to drive on state business are required to have a periodic motor vehicle record review [ASEDRA], which covers a 39-month period. Motor vehicle record reviews are conducted two times a month. An acceptable motor vehicle record is 5 or fewer points; any record with 6 or more points or suspended license is not an acceptable record. An authorized driver shall promptly notify their supervisor of

any license suspension, revocation, or restriction placed on the driver's license or privilege to drive a motor vehicle. Failure to do so will result in disciplinary action, up to and including, dismissal.

Workers' Compensation (GBGC, GBGD, GBGD-R)

All staff members shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on ASDB property or while on official business off ASDB property. Any staff member who has an accident, no matter how slight, while on duty shall notify the supervisor immediately and complete the appropriate paperwork. Failure to follow this procedure could result in the loss of workers' compensation benefits. Information and forms available in the agency shared drive <R:\From Human Resources\Industrial Injury-Workers Comp.> If you need assistance, please contact HumanResources.Benefits@asdb.az.gov or 520.770.3716.

LEAVES OF ABSENCE

All requests for leave must be made by the staff member on an ASDB Leave Request Form and submitted to the supervisor for approval as appropriate. Except in an emergency or unexpected situation, leave must be requested and approved in advance of use. Scheduled breaks and holidays do not require a leave form. Leave forms are available through your supervisor, program office or agency shared drive <R:\From Human Resources\Leaves of Absence-FMLA, LWOP>. Staff members must make reasonable effort to schedule leave as to not unduly disrupt the operations of ASDB.

Sick Leave (GCCA, GCCA-R)

Paid sick leave is accrued by eligible staff members based upon the number of hours worked per week. Sick leave is any approved period of paid absence granted to staff members due to personal illness, injury, such as, treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or activity prescribed by the staff member's physician or health practitioner (with verification required if requested). Sick Leave may also be used due to family illness. Family, for purposes of sick leave, shall include: spouse, children (including step and foster children), parents, brothers or sisters, grandparents, grandchildren. Immediate family shall include those family members who reside in the same residence as the staff member.

Sick leave must be requested and approved in advance of use for those occasions within the control of the staff member. Staff members are to notify their supervisors as soon as the need for sick leave is known. Adequate medical explanation from an attending physician may be requested for sick leave absences. Sick leave may not be approved without adequate documentation.

Sick leave is accrued bi-weekly according to the following schedule:

Hours worked per week:	<u>35-40 Hrs</u>	<u>27-34 Hrs</u>	<u>20-26 Hrs</u>
Hours accrued bi-weekly:	3.70	2.77	1.85

Part-time staff members who work $\frac{1}{4}$ time, $\frac{1}{2}$ time or $\frac{3}{4}$ time accrue a proportional amount of leave. Part-time staff members who work a percentage of full-time other than $\frac{1}{4}$, $\frac{1}{2}$ or $\frac{3}{4}$ accrue a proportional amount of leave at the next lower rate. Part-time staff members who work less than $\frac{1}{4}$ time and temporary staff members are ineligible to accrue leave. Consult your supervisor for specific information.

10-month staff members will be advanced a quarterly allowance of each year's sick leave with first advancement provided at the beginning of the school year. A staff member who receives advanced leave credit and who does not complete the school year for any reason, will be subject to a reconciliation of sick leave hours to leave allowable under the monthly accrual schedule.

Sick leave credits are forfeited upon separation from employment. If a staff member reenters state employment within (2) years after separation, unused sick leave at the time of separation may be credited. If a staff member retires with 500 to 1,500 hours of sick leave credit, retiree is eligible to be paid for accumulated sick leave through RASL application under the ADOA General Accounting Office guidelines. For RASL details and forms please contact GAO at (602) 542-5601 <https://gao.az.gov/payroll/rasl>.

Personal Leave (GCCB, GCCB-R)

Personal leave is accrued by staff members who work less than a 12-month schedule and who do not accrue vacation leave. Approved personal leave may be used by a staff member for personal business matters which cannot be handled at any other non-duty time. Any unused personal leave at the end of the school year on the staff member's last scheduled workday will transfer to the category of sick leave.

Personal leave is advanced each school year according to the following schedule:

Hours worked per week:	<u>35-40 Hrs</u>	<u>27-34 Hrs</u>	<u>20-26 Hrs</u>
Hours advanced:	16	12	8

Part-time staff members who work less than full-time will accrue a proportional amount of leave. Part-time staff members who work less than ¼ time and temporary staff members are ineligible to accrue leave. Consult your supervisor or ASDB's Payroll office: (602) 771-1090 or Paycheck.Inquires@asdb.az.gov for specific information.

Vacation Leave (GCD, GCD-R)

Vacation leave is accrued by staff members who work a 12-month schedule based on years of service, hours worked, position and FLSA status. Leave is credited bi-weekly. If not used, vacation leave credit will be paid upon termination of employment.

Non-Exempt Staff members	Hours worked per week: <u>35-40 Hrs</u>	Hours worked per week: <u>27-34 Hrs</u>	Hours worked per week: <u>20-26 Hrs</u>
Years of Service			
Less than 3 years of Service	3.70	2.77	1.85
More than 3 years but less than 7 years	4.62	3.47	2.31
More than 7 years but less than 15 years	5.54	4.16	2.77
More than 15 years	6.47	4.85	3.24
Exempt Staff members	Hours worked per week:	N/A	N/A
Years of Service– Less than 15 years	6.00		
More than 15 years	6.47	N/A	N/A

Part-time staff members who work ¼ time, ½ time or ¾ time accrue a proportional amount of leave. Part-time staff members who work a percentage of full-time other than ¼, ½ or ¾ accrue a proportional amount of leave at the next lower rate. Part-time staff members who work less than ¼ time and temporary staff members are ineligible to accrue leave. Consult your supervisor or ASDB's Payroll office: (602) 771-1090, Paycheck.Inquires@asdb.az.gov for specific information.

Holiday Leave (GCD, GCD-R, GCD-EA, GCD-EB, GCD-EC)

Staff members who work a 12-month schedule, shall receive 13 paid holidays per year. The 13 paid holidays shall be prorated based upon daily work hours. Twelve-month staff members may be absent with pay for any holiday provided in the applicable holiday schedule. A staff member who is on leave without pay status on scheduled work days immediately preceding or following the day on which holiday is observed will not receive holiday compensation. A staff member may not receive more than eight (8) hours of holiday compensation for any holiday. Policies available at <R:\From Human Resources\Holiday Calendars>.

Bereavement Leave (GCCH)

A staff member may be granted up to three (3) days paid leave per year to be used in the event of death within the staff member's family. In those situations where unusual long travel time may be involved in or out of state, the Superintendent may approve up to two (2) additional days of bereavement leave. For purposes of bereavement leave, family is defined as: spouse, child, stepchild, natural parent, stepparent, adoptive parent, grandparent, grandchild, brother, sister, mother-in-law or father-in-law, adopted child, foster child, one who functioned "in loco parentis", brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

Legal and Civic Duty Leave (GCCD)

Upon approval of a substantiated application, a staff member shall receive a leave of absence with pay for legal and civic duty, including voting, serving as a juror, material witness services to comply with a subpoena, and/or serving as a member on a public service body.

Victim Leave (GCCD)

A leave of absence shall be granted when a staff member is a victim of a juvenile or adult crime exercising a right to be present at a proceeding as defined in A.R.S. 8-420 or 13-4439.

Military Leave (GCCD)

A staff member who is a member of the National Guard or United States Armed Forces Reserves shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in active duty, or to attend camps, maneuvers, formations or drills under orders with any branch, reserve or auxiliary of the armed forces of the United states for a period not to exceed thirty days in any two consecutive years pursuant to A.R.S. 26-168 and 38-610.

Conferences and Workshops Leave (GCCE, GCCE-R)

To attend training, meetings, or conferences, staff members may request Educational Leave and must obtain approval at least twenty (20) days prior to the training, meeting, or conference dates (whenever such prior request is possible). Educational leave is defined as any work-related education or training that requires that a substitute be employed during the staff member's absence. Staff members may be granted leave with or without pay for educational leave purposes. Principals/Supervisors may approve up to three (3) days of educational leave. Professional/educational leave beyond three (3) days requires the Superintendent's approval. A staff member may not be granted educational or other release time with pay if the education or training is to clear a deficiency in the requirements of their position and/or if the education or training is to qualify for grade advancement.

Maternity Leave (GCCA, GCCA-R, GCCC, GCCC-R)

Sick leave may be used for maternity absence under the Family Medical Leave Act (FMLA) or, if not eligible for FMLA, 45 calendar days of maternity leave commencing on the birth date. Maternity absences beyond 45 calendar days, other than FMLA, require a physician's statement of need.

Leave of Absence Without Pay (GCCC, GCCC-R)

ASDB hires personnel because ASDB believes a given individual to be the best candidate for the position. This being the case, it is the intent of the Schools that this person be available for duty as scheduled by the Schools. The Schools recognize, however, that on occasion extenuating circumstances arise that may necessitate absence from duty that is not covered by other specific leave provisions of the Schools. To address such situations, the Principal/Administrator may grant a leave of absence, without pay, to a staff member for up to five (5) days. Leave without pay beyond one week requires the Superintendent's approval.

Family and Medical Leave Act [FMLA] (GCCC, GCCC-R)

Any eligible staff member of ASDB may take up to twelve (12) weeks FMLA leave during any 12-month period for any one (1) or more of the following reasons or as noted coverage under the FMLA:

- Because of the birth of a child of the staff member and in order to care for such child.
- Because of the placement of a child with the staff member for adoption or foster care.
- In order to care for the spouse or a son, daughter, or parent of the staff member, if such person has a serious health condition.
- Because of a serious health condition that makes the staff member unable to perform the functions of the position of such staff member.
- Because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a covered military member on active duty in support of a contingency operation.
- To care for a covered service member (spouse, son, daughter, or parent, or next of kin) with a serious injury or illness for up to a total of 26 weeks in a single 12-month period.

Any staff member who has been employed at least 12-months, and who has completed at least 625 hours (Part-time) or 1,250 hours (full-time) of service immediately prior to the time the leave is to commence, shall be eligible for FMLA leave. Any staff member who is scheduled to work a school-year calendar (less than year-round), and who has been employed at least 12-months, must complete a prorated number of scheduled work hours within the 12-month employment period to be eligible for FMLA.

Per policy, a staff member is required to give 30 days' notice in the event of foreseeable leave. If this request is submitted less than 30 days prior to commencement of leave, leave may be denied until 30 days after the staff member provides notice. Leave may be retroactively designated as FMLA. Please contact Human Resources Benefits at HumanResources.Benefits@asdb.az.gov or 520.770.3716 for assistance and information.

Leave under FMLA is a leave without pay. Paid leave (use of accrued hours) shall be substituted for the unpaid leave in accordance with the FMLA Act and Policy.

In the event a staff members goes into an unpaid status, please contact Human Resources Benefits to arrange billing for personal payment for their portion of health insurance premiums.

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

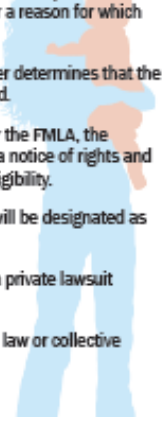
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



Administrative Leave (GCCl)

Administrative leave includes temporary periods of absence with pay approved by the Superintendent not covered by other leave, such as in, but not limited to, the following situations:

- Extreme weather conditions, fire, or malfunction of publicly owned transportation.
- Relieving a staff member of assigned duties temporarily during the active investigation of alleged wrong doing by the staff member.
- Executive declaration by the Governor that a state of emergency, disaster or grief exists.

YOUR EMPLOYEE SERVICES [Y.E.S.]

Y.E.S. – Your Employee Services is an Arizona Department of Administration (ADOA) website where staff members can set up their benefits and also review the following information:

- | | |
|---|---|
| • Benefit elections | • Change your home address |
| • Review your paycheck | • My Training-TraCorp (LMS) |
| • Staff member Time Entry | • |
| • Check your leave balances | • Modify your state and federal tax withholding |
| • Update your emergency contact information | • Update your beneficiary information |

For more information visit www.yes.az.gov. For technical assistance call (602) 542-4700 or e-mail hrishelpdesk@azdoa.gov.

BENEFITS & WORK LIFE RESOURCES

Benefits Options Wellness

Benefit Options Wellness is committed to helping staff members, retirees, and their spouses and dependents be well today and stay well for life. The most important long-term benefit of the Wellness Program is the enhanced overall health and quality of life for State of Arizona staff members. Improving the health of our staff members assists in controlling health care costs for them and for the State Health Plan.

Our program mission is to improve the wellness of State of Arizona staff members as a whole by empowering each staff member with health knowledge and an ability to demonstrate positive health behaviors.

Wellness provides free or low cost educational programming, health screenings, interactive web tools, and health related services. Contracted professionals, who travel throughout the state, provide our services. Wellness organizes campaigns for our Feature Programs such as the Mayo Clinic Health Assessment, Annual Flu Vaccines, and the Tobacco Free Program. However, the Wellness Program is primarily a request-based program that relies on staff members' assistance to coordinate events.

Visit State Website at <http://www.benefitoptions.az.gov/wellness>.

Employee Assistance Program [EAP]

The Benefit Options Wellness program wants you to be your best. The contracted EAP providers offer free, confidential, short-term counseling services for you and your family. The free counseling can help handle concerns or issues constructively, before they become a major problem. When needed, the EAP may refer you to a local resource or program that can best assist you or your dependents.

Agency	Web Address for ComPsych	Phone Number	Web ID	TDD/TTY
ADOA	https://www.guidanceresources.com/groWeb/login/login.xhtml	877-327-2362	HN8876C	800-697-0353

Work-Life Benefits <http://www.hr.state.az.us/WorkLife/index.html>

Work-Life is a site is where staff members can find a multitude of supportive programs and benefits designed to help manage lives at work and home. Programs include Employee Assistance (EAP), Discounts (Perks Connect) and Family Resources.

BENEFITS

The State of Arizona offers a comprehensive staff member benefits package through the **Benefits Options Program**.

This Benefits Program includes-

- Medical, Dental, Vision
- Basic Life, Supplemental Life and Dependent Life Insurances
- Short-term Disability Insurance
- Long-term Disability Insurance
- Flexible Spending Accounts

Definition of eligible staff member for the purposes of benefits offered pursuant to the Affordable Care Act (ACA), Arizona Revised Statutes Title 38, Chapter 4, Article 4 and Arizona Administrative Code Title 2, Chapter 6, will be:

- 1) **Eligible** Staff member means an individual who is hired in to a permanent or limited time position regularly scheduled to work at least 20 hours per week.
- 2) **Eligible** Staff member means an individual who is regularly scheduled to work at least 20 hours per week for at least 90 days may become eligible for benefits as determined by Benefit Options.
- 3) **Ineligible** Staff member means:
 - A Seasonal Staff member, unless they are determined to have been paid for an average of at least 30 hours per week using a 12-month measurement period.
 - A Variable Hour Staff member, unless they are determined to have been paid for an average of at least 30 hours per week using a 12-month measurement period as determined by Benefit Options.

BENEFITS ENROLLMENT www.yes.az.gov

Newly hired staff members- must enroll online through the Y.E.S (Your Employee Services) website at www.yes.az.gov. Enrollment must be completed within **31** days from date of eligibility/hire.

Active and rehired/reinstated staff members- must enroll by paper form available at www.benefitoptions.az.gov or the Human Resources Benefits Office. Enrollment must be completed within **31** days from date of eligibility/hire.

Annual Benefits Open Enrollment- Open enrollment is your opportunity to make changes to your coverage(s) that are appropriate for you and your family. The plan year begins in January of each year, and open enrollment is for a period of time prior to this date. Open enrollment is held in late October-November for effective coverage beginning January 1st. Active eligible staff members must complete enrollment online at www.yes.az.gov. After open enrollment, the only changes accepted are qualifying life event changes as defined by the IRS.

Qualifying Life Events- Change in marital status, dependents, employment, or lost/added coverage. Staff member must complete enrollment by paper form available at www.benefitoptions.az.gov or the Human Resources Benefits Office. Enrollment must be completed within **31** days from date of event and must include support documentation for qualifying event.

Continuation of Coverage COBRA- for staff member and/or enrolled dependents due to loss of coverage under a qualifying life event. Staff member must complete enrollment by paper form available at www.benefitoptions.az.gov or the Human Resources Benefits Office.

Continuation of Coverage as a Retiree- the following persons and dependents are eligible to participate-

- Retirees participants collecting pension under a state-sponsored plan OR
- Long-Term Disability (LTD) participants collecting benefits under a state-sponsored plan.

Benefit Options is only available if medical and/or dental coverage is selected upon retirement or approval of LTD benefits.

A Medicare card is required if electing a Medicare Plan.

If a retiree/LTD participant is eligible for Medicare Part B and chooses not to elect it, they will be responsible for the cost of services covered by Medicare Part B.

Plans, Contacts, Forms and Guidebooks <https://benefitoptions.az.gov/>

Staff member may view, print and download the Benefits Guides, the Summary of Benefits and Coverage, benefit enrollment forms and instructions from the Benefit Options website at <https://benefitoptions.az.gov/>.

The descriptions of benefits are only intended as a declaration of what benefits may be available to eligible staff members depending on the terms and conditions of the applicable insurance and financial plans referenced. The description is not intended as a “summary plan description” for purposes of the Staff member Retirement Income Security Act of 1974 (ERISA). Detailed information is available in plan documents.

If you have questions or need assistance, please contact HumanResources.Benefits@asdb.az.gov or 520.770.3716.

ARIZONA STATE RETIREMENT SYSTEM [ASRS]

The Arizona State Retirement System (ASRS) <https://www.azasrs.gov/> provides retirement benefits, retiree health insurance, long-term disability coverage, and other benefits to staff members of the State. ASRS is a defined benefit plan and is tax qualified under section 401(a) of the Internal Revenue Code. It provides for a lifelong benefit based on years of service earned, or worked, and the staff member's ending salary. It is not the same structure as a 401(k) or other defined contribution plans, which provide for a benefit based upon dollars contributed, plus interest earned. Membership is a mandatory condition of employment for all benefit eligible staff members. New staff members hired by the State of Arizona are subject to a 26-week waiting period before initial membership in ASRS. Current ASRS members will begin contributions immediately. It is vital that you enroll as soon as possible so that agency information and member contributions deducted from your paychecks are properly applied to your retirement account. A personal ASRS login account may be setup after the membership enrollment.

To enroll online visit <https://www.azasrs.gov/web/EnrollOnline.do> ASDB Enrollment Code: 4RE00069

Eligible staff member means an individual who is hired in to a permanent or limited time position regularly scheduled to work at least 20 hours per week.

Temporary staff members will be subject to mandatory membership- If a staff member's initial terms of employment do not meet membership criteria but conditions or actual hours/weeks worked change, the staff member may become a member. For example, if a staff member is engaged to work but the number of hours and weeks are not pre-determined and they work sometimes more and sometimes less than 20 hours in a week, that staff member becomes a member at the start of the 20th week in a fiscal year of working 20 or more hours. The 20 weeks do not need to be consecutive. In this situation, the membership is not retroactive to the beginning of employment.

- **Once a temporary staff member meets membership eligibility in a fiscal year, payroll will automatically start the ASRS contribution deductions and they will remain an active (contributing) member until the end of the fiscal year.**
- **If employment is continuing and the terms of employment are known to meet the 20/20 criteria, active membership continues into the next fiscal year.**
- **If the terms of employment are not pre-determined, active membership ceases at the end of the fiscal year and would resume only if and when the staff member meets the 20/20 criteria in the next fiscal year.**

Retired ASRS members returning to work in a temporary or permanent/limited positions are **required** to use the Working After Retirement tool. The electronic form is required for new retirees accepting employment at an ASRS employer and for current retirees who have a change in their work status. Login- <https://secure.azasrs.gov/web/Login.do> to use this tool.

Service Purchase program allows active contributing members of the ASRS to purchase certain types of credited service to be applied toward a retirement benefit. Such service includes: forfeited ASRS service; military service; and other public service. Purchasing service may be advantageous because it will increase the amount of a member's lifetime pension benefit upon retirement.

Leaving ASRS covered employment, here are some things to consider –

- Staff members considering retirement should contact Arizona State Retirement System and HR Benefits at least six months prior to the retirement date being considered to allow sufficient time for the proper forms to be completed.
- If you move to another ASRS employer and still meet membership criteria, your ASRS membership will continue with contributions being withheld at the same contribution rate.
- If you leave for a private-sector job, any other employment not covered by the ASRS, or will not be working at all, you can:
 - Retire from ASRS if you are eligible. You can take a reduced early retirement if you are age 50 and have at least 5 years of service, or you can retire with full benefits if you have reached retirement eligibility for full pension benefits
 - Take a refund of your account, with applicable interest. You may withdraw your funds in cash and pay all taxes and penalties, or you may rollover your funds to another qualified retirement program. This option is also known as a Forfeiture. Please note that interest accruals for purposes of refund differ from survivor benefit payments.
- Leave your funds on account with ASRS and in the future retire or take a refund.

RETIREE ACCUMULATED SICK LEAVE (RASL) PROGRAM

Program offers an officer or staff member of the State of Arizona the opportunity for payment of accumulated (500+ hours unused) sick leave at retirement. For further information visit <https://gao.az.gov/payroll/rasl>.

DEFERRED COMPENSATION

Offers supplemental retirement plans to help bridge the gap between what you have in your pension and Social Security, and how much you'll need in retirement through payroll deductions. Plan allows staff members to defer pre-tax dollars into a supplemental retirement account. The State oversees the administration of the plan. Plans offer more choice, flexibility and potential to build your retirement. For further information please visit <https://www.nrsforu.com/iApp/tcm/nrsforu/index.jsp>

STATE CAREER OPPORTUNITIES

ASDB's official job posting site, <https://www.applitrack.com/asdb/onlineapp/> offers only positions within the agency for application. Arizona State Jobs <https://azstatejobs.azdoa.gov/> offers statewide opportunities. These sites enable you to edit and instantly update your resume, use Search Agents to find jobs and receive the results by e-mail, save interesting ASDB jobs for further review, and view your application history.

END EMPLOYMENT - OFF BOARDING

Should you intend to leave ASDB employment, common business courtesy requires that you give your supervisor at least two weeks' notice. Your notice should indicate the reason(s) for leaving and the separation date.

Upon your last day of work, you will be required to turn in any state property to your supervisor including but not limited to: name badge, parking permits, and any keys or equipment assigned to you. Paperwork may also be given to you for completion.

If you will no longer have benefits with Benefit Options you can continue coverage under the group health plan. The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), entitles you to elect coverage. COBRA continuation of coverage is available only for benefits eligible staff members. You will have 60 days from the date you received the notice to elect COBRA. For further information relating to COBRA, please visit <https://benefitoptions.az.gov/>.

AGENCY ACRONYMS

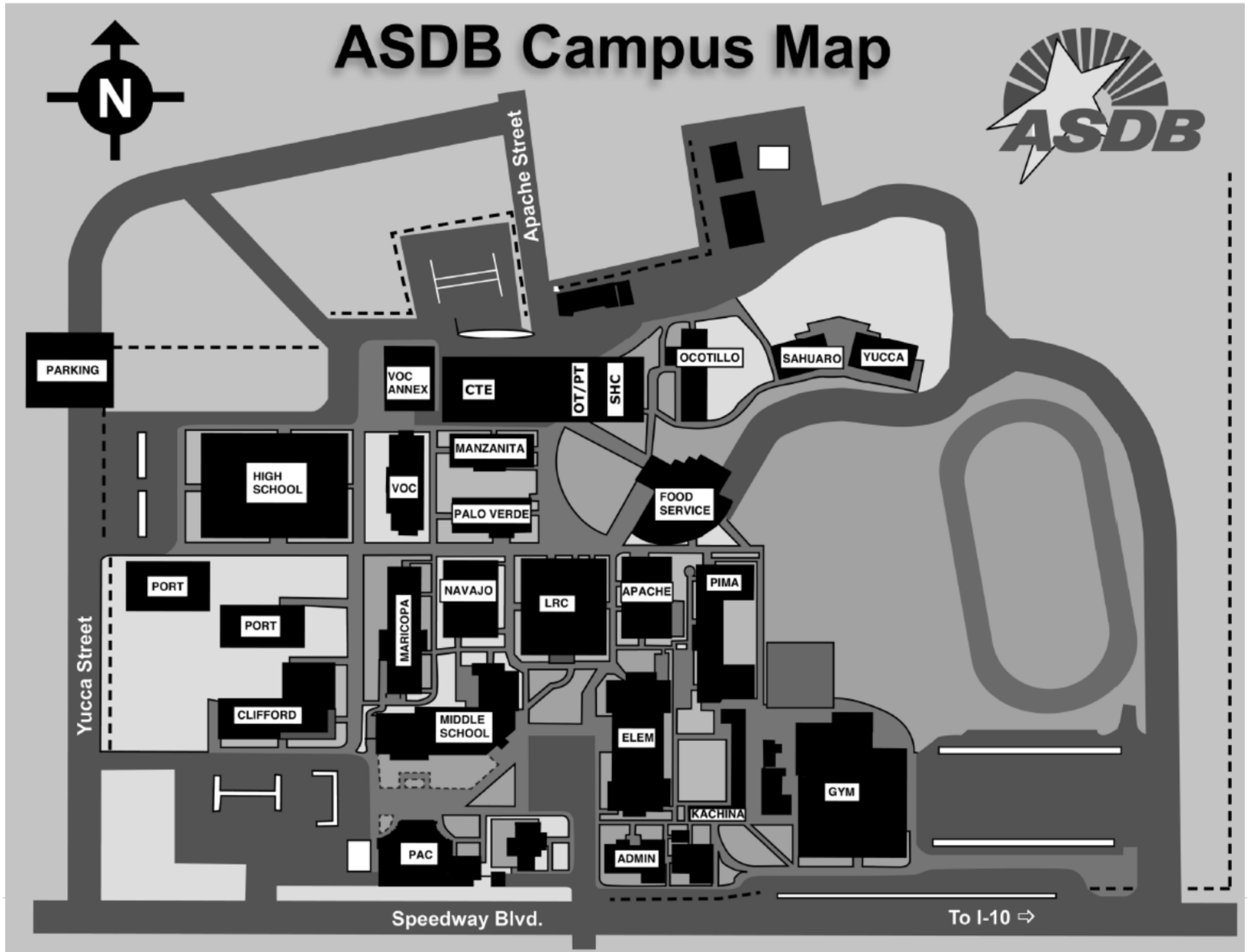
ACT	Accountability, Collaboration, Transparency	ISS	Instructional Support Services
ADA	Americans with Disabilities Act	IT	Information Technologies
ADM	Administration	KSA	Knowledge, Skills, and Abilities
ADOA	AZ Department of Administration	LMS	Learning Management System
ADE	Arizona Department of Education	LT	Long Term
AGCY	Agency	LTA	Limited Time Appointment
AIMS	Arizona's Instrument to Measure Standards	LTD	Long Term Disability
ASRS	Arizona State Retirement System	LWOP	Leave Without Pay
ASB	School for the Blind	MAP	Measure of Academic Progress
ASDB	Arizona State Schools for the Deaf and the Blind	MDSSI	Multiple Disability Severe Sensory Impairment
ASBA	Arizona School Board Association	MMR	Measles Mumps Rubella
ASEDRA	Arizona State Employee Drivers Record Application	MS	Middle School
ASD	School for the Deaf	NCR	North Central Regional Coop
ASL	American Sign Language	O&M	Orientation and Mobility
AYP	Adequate Yearly Progress	OT	Overtime
BPAC	Berger Performing Arts Center	OT	Occupational Therapy
B/VI	Blind/Visually Impaired	PAC	Performing Arts Center
CBI	Community Based Instruction	PDQ	Position Description Questionnaire
CMR	Classification Maintenance Review	PDSD	Phoenix Day School for the Deaf
COBRA	Consolidated Omnibus Budget Reconciliation Act	PE	Physical Education
CODA	Child of Deaf Adult	PPA	Personnel Payroll Action
COPD	Community Outreach Program for the Deaf	PT	Part-Time
CTE	Career & Technology Education	PT	Personal Time
CY	Calendar Year	PT	Physical Therapy
DDD	Division of Developmental Disabilities	RN	Recruitment Notice
DPA	Dual Purpose Assessment	SEI	Structured English Immersion
D/HH	Deaf/Hard of Hearing	SER	Southeast Regional Coop
DVR	Desert Valley Regional Coop	SGA	Salary Grade Advancement
ECFE	Early Childhood Family Education	SIP	School Improvement Plan
EEI	Essential Elements of Instruction	SPED	Special Education
EHR	Eastern Highlands Regional Coop	SRP	Shared Reading Program
ES	Elementary School	ST	Short Term
ESD	Extended School Day	ST	Sick Time
ETE	Employee Time Entry	STD	Short Term Disability
FLSA	Fair Labor Standards Act	SWR	Southwest Regional Coop
FMLA	Family Medical Leave Act	TA	Talent Acquisition
GSA	General Salary Adjustment	TAS	Technical Assistance to Schools
HI	Hearing Impaired	TMG	Human Resources Personnel Database
HRM	Human Resources Management	TUC	Tucson Campus
HRIS	Human Resources Information Solution	VI	Visually Impaired
HS	High School	VIP	Preschool Blind/Visually Impaired
IA	Instructional Assistant	VT	Vacation Time
IEP	Individual Education Plan	YES	Your Employee Services

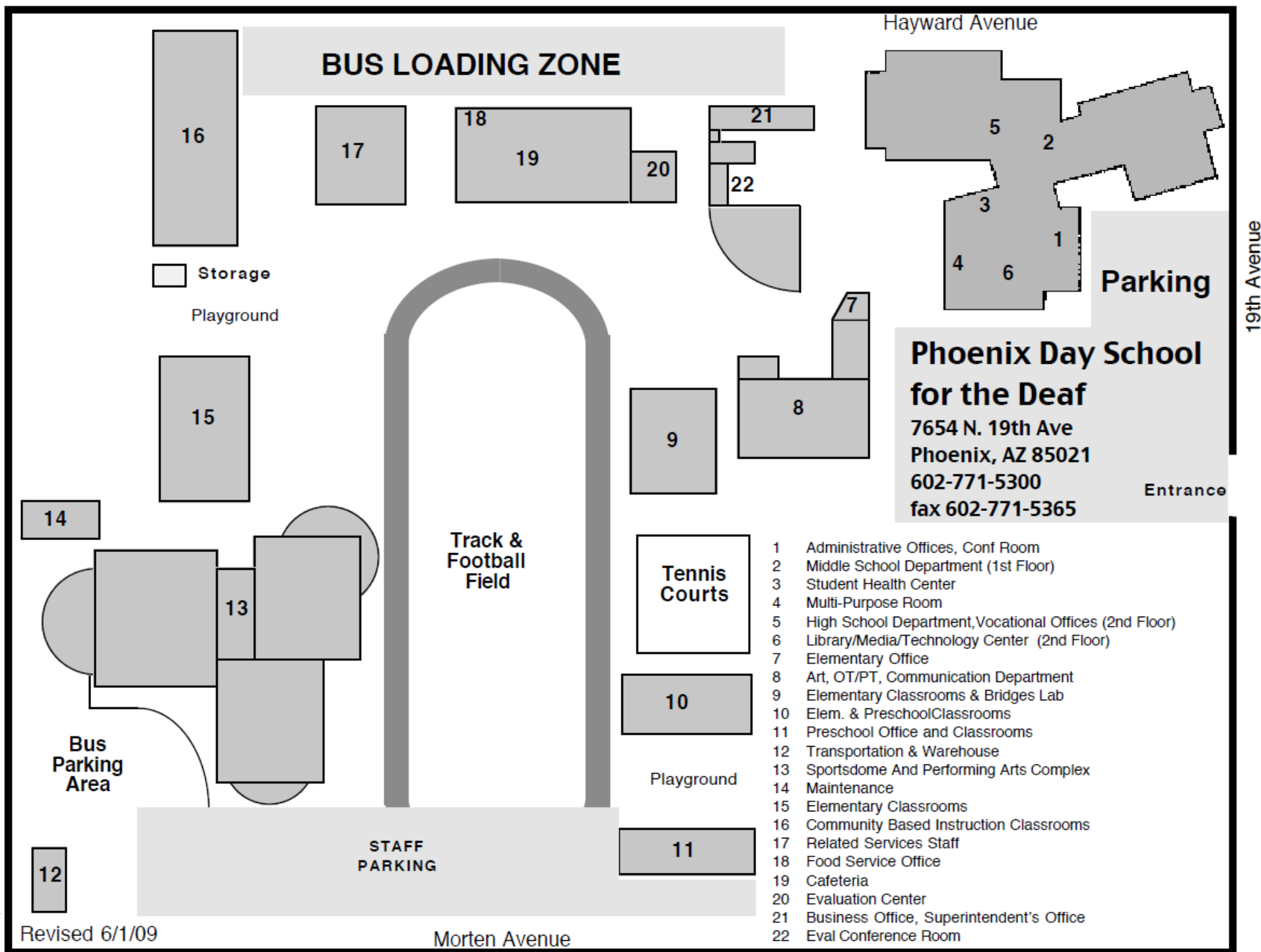


Arizona State Schools for the Deaf and the Blind
Business Support Services
520-770-3700

Accounting/Finance (520) 770-3837 / Fax (520) 770-3793	Copy Center (520) 770-3673 Katy.Porras@asdb.az.gov	Desert Valley Regional Cooperative Phoenix (602) 771-5200 Main Line	Eastern Highland Regional Cooperative Holbrook (928) 524-1320 Main Line
Human Resources Administration (520) 770-3714 / Fax (520) 770-3608 HumanResources.Administration@asdb.az.gov	Human Resources Benefits (520) 770-3716 / Fax (520) 770-3603 HumanResources.Benefits@asdb.az.gov https://benefitoptions.az.gov/ https://www.azasrs.gov/ http://www.hr.az.gov/State_Employee/index.asp	Human Resources Records (520) 770-3214 / Fax (520) 770-3603 HumanResources.Records@asdb.az.gov Human Resources Recruitment (520) 770-3019 Fax (520) 770-3603 HumanResources.Recruitment@asdb.az.gov https://www.applitrack.com/asdb/onlineapp/	Information Technology IT.SupportDesk@asdb.az.gov (520) 770-3840
Interpreting Services (Phoenix) (602) 771-5313 Interpreters.PDSD@asdb.az.gov (Tucson) (520) 770-3236 Pagers (520) 270-2106 / (520) 982-9419 Interpreters.Tucson@asdb.az.gov	Maintenance / Facilities (Phoenix) (602) 336-6932 (Tucson) (520) 770-3402	Media media@asdb.az.gov (Phoenix) (602) 771-5360 (Tucson) (520) 770-3670	North Central Regional Cooperative Flagstaff (928) 774-0655 Main Line
Payroll Paycheck.Inquiries@asdb.az.gov (602) 771-1090 Purchasing (520) 770-3154	Security (Phoenix) (602) 336-6875 / Cell (602) 550-0947 (Tucson) Cell (520) 270-2833 security@asdb.az.gov 5205753300@archwireless.net	Southeastern Regional Cooperative Tucson (520) 770-3200 Main Line	Southwestern Regional Cooperative Yuma (928) 317-0429 Main Line
Student Health Center (Phoenix) (602) 771-5316 (Tucson) (520) 770-3658 / Fax (520) 770-3787	Transportation (Phoenix) (602) 336-6817 / (602) 336-6932 (Tucson) (520) 770-3652 / Fax (520) 770-3794	Workers' Compensation 24/7 Nurse Advocacy Claim Reporting 1-800-685-2877 (8/1/15)	YES Website www.yes.az.gov HRISHelpDesk@azdoa.gov (602) 542-4700

ASDB Campus Map





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